

CERTNA Board of Directors Meeting Notice and Agenda
Draft: 11/8/2019
Modified:
Transmittal and posting date: 11/8/2019
Meeting date: 11/14/2019

MEETING NOTICE and AGENDA

BOARD OF DIRECTORS

CALIFORNIA ELECTRONIC RECORDING TRANSACTION NETWORK
AUTHORITY (CERTNA)

Thursday, November 14, 2019

8:00 A.M.

CLOSED SESSION

San Joaquin County Assessor-Recorder

44 N. San Joaquin St.
Conference Room - TBD
Stockton CA 95202

10:00 A.M.

PUBLIC SESSION

San Joaquin County Assessor-Recorder

44 N. San Joaquin St.
Conference Room - TBD
Stockton CA 95202

Via teleconference:

San Bernardino County Hall of Records

222 W. Hospitality Ln.
First Floor Conference Room
San Bernardino CA 92415

AGENDA DESCRIPTIONS

The agenda descriptions are intended to give notice to members of the public and a brief general description of items of business to be transacted or discussed. In accordance with the Brown Act, this meeting agenda is posted at least 72 hours prior to the scheduled meeting at the location indicated above. The posting of the recommended actions does not indicate what action will be taken. The Authority may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.

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CERTNA Consent Calendar Matters may be approved in one motion unless a Board Member requests separate action which he/she deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action. The Chairman reserves the right to discuss the items listed on the agenda in any order.

The meeting facility is accessible to persons with disabilities. A person with a disability may contact the Board Secretary's (Paula Pesut) office at (530) 886-5635 at least 72-hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including auxiliary aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

PUBLIC COMMENTS ON AGENDA ITEMS

Members of the public wishing to address the Board of Directors regarding any item appearing on the agenda may do so by completing a Speaker's Form and then submitting it to the Board Secretary. Speakers will be recognized by the Chairman at the time the agenda item is to be considered. When addressing the Board, please state your name for the record. Please address the Board as a whole through the Chair. Please note comments to individual Board members or staff are not permitted when addressing the Board. A speaker's comments shall be limited to three (3) minutes.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the public wishing to address the Board of Directors regarding any item not on the agenda, but within the subject matter jurisdiction of the Board, will be taken under the Public Comment item of the agenda, and will be subject to the same guidelines as noted above.

SUPPORTING DOCUMENTATION

All supporting documentation, as referenced by the agenda, will be available at the meeting location. Documentation will also be posted and available for download from www.CeRTNA.com 24 hours prior to the meeting.

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8:00 A.M. - CONVENE MEETING OF THE BOARD OF DIRECTORS

Continued Item:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director – Patrick Honny

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10:00 A.M. – RECOVENE MEETING OF THE BOARD OF DIRECTORS

1. Call to order

a. Board of Directors Roll Call

- i. Santa Cruz County – Chair
- ii. San Joaquin County – Vice Chair
- iii. El Dorado County
- iv. Fresno County
- v. Kern County
- vi. Madera County
- vii. Merced County
- viii. Monterey County
- ix. San Bernardino County
- x. Santa Clara County
- xi. Shasta County
- xii. Solano County

2. Report on closed session – Chair

3. Presentation of the Agenda

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4. Public Comment

CONSENT CALENDAR

The following consent items are expected to be routine and non-controversial and will be acted upon at one time under **ACTION ON CONSENT CALENDAR** unless the Board directs that an item be held for further discussion under **DEFERRED ITEMS**. Persons wishing to address consent items or have them held for further discussion, continued, or taken off calendar, should address the Board under **ACTION ON CONSENT CALENDAR**.

5. Action on consent calendar

- a. No items

6. Deferred items

- a. Review and Approve the recruitment and hiring of CERTNA Technical Services Associate III per the job description. Salary range of \$75,400 - \$97,994 annually with a fully loaded rate of approximately \$124,000 - \$161,000 with CERTNA exempt benefits category B – Patrick Honny, Executive Director
 - i. BOD previously approved job description and salary range on 3/14/2019.
 - ii. Additional salary has been budgeted.

DISCUSSION CALENDAR

7. General Administration

- a. Review and Approve minutes from previous meeting.
- b. Adopt date, hour, and place of next Board meeting.
 - i. Thursday, 1/9/2020 – 10:00 am – San Joaquin County
- c. Provide update on Calendar of Events – Paula Pesut, CERTNA Secretary
- d. Final update on 2019 Business Summit, to include sponsor report, and initial update on 2020 Business Summit – Paula Pesut, CERTNA Secretary

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8. Management

- a. Review and Receive CERTNA Financial Activity Reports – Ajaib Gill, CERTNA Business Manager
- b. Review and Approve Amendment to the audit services contract with Mark Cousineau increasing the rate for each Substantive Modification Audit report to \$2,500.00 from \$2,000.00 with all other terms and conditions to remain the same – P. Honny
 - i. Previous contract was approved by the BOD on 3/14/2015.
 - ii. Approved by Counsel (K. Norris) on 2/24/2015.
 - iii. Reviewed by Counsel (N. Goldstein) on 11/8/2019.
- c. Report on ERDS and G2G implementation process – B. Zamora
 - i. Alameda County – Client
 1. G2G – 2020
 2. ERDS – 2020 – Pending DOJ Approval
 - ii. Alpine County – Client
 1. G2G – 2020
 2. ERDS – 2020
 - iii. Butte County – Client
 1. G2G – Live
 2. ERDS – Live
 - iv. Calaveras County – Client
 1. G2G – 2019 – Pending go live date
 2. ERDS – 2019 – Pending go live date
 - v. Contra Costa County - Client
 1. G2G – Live
 2. ERDS – Live
 - vi. Del Norte County – Client - 2020
 - vii. El Dorado County – Board of Directors
 1. G2G – Live
 2. ERDS – Live
 - viii. Fresno County – Board of Directors
 1. G2G – Live
 2. ERDS – Live

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- ix. Glenn County – Client
 - 1. G2G – 2019 – Pending go live date
 - 2. ERDS – 2019 – Pending DOJ Approval

- x. Kern County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live

- xi. Madera County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS - Live

- xii. Merced County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live

- xiii. Modoc County – Client
 - 1. G2G – 2019 – Pending go live date
 - 2. ERDS – 2019 – Pending go live date (December)

- xiv. Mono County - Client
 - 1. G2G – Live
 - 2. ERDS – Live

- xv. Monterey County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live

- xvi. Napa County – Client
 - 1. G2G – Live
 - 2. ERDS – Live

- xvii. Placer County – Client
 - 1. G2G – Live
 - 2. ERDS – Live

- xviii. Plumas – Client
 - 1. G2G – 2020
 - 2. ERDS – 2020

- xix. Sacramento County – G2G Only
 - 1. G2G – Live

- xx. San Bernardino County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live

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- xxi. San Benito - 2020
- xxii. San Francisco County - Client
 - 1. G2G – Live
 - 2. ERDS – Live
- xxiii. San Joaquin County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- xxiv. San Luis Obispo – Client
 - 1. G2G – Live
 - 2. ERDS – Live
- xxv. Santa Clara County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- xxvi. Santa Cruz County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- xxvii. Shasta – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- xxviii. Siskiyou – 2020
- xxix. Solano County – Board of Directors
 - 1. G2G – Live
 - 2. ERDS – Live
- xxx. Sonoma County – Client
 - 1. G2G - Live
 - 2. ERDS – Live
- xxxi. Stanislaus - 2020
- xxxii. Sutter County – G2G
 - 1. G2G – Live
 - 2. ERDS – ?
- xxxiii. Tehama County – Client
 - 1. G2G – Live
 - 2. ERDS – Live

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xxxiv. Tuolumne County – Client

1. G2G – 2020
2. ERDS – 2020

xxxv. Yuba County – Client

1. G2G – Live
2. ERDS - Live

d. Update on G2G Submitters – Various

- i. Employment Development Department (EDD)
- ii. Board of Equalization (BOE/CDTFA)
- iii. Franchise Tax Board (FTB)
- iv. Department of Child Support Services (DCSS)
- v. Megabyte Systems
 1. Butte – Live
 2. El Dorado - Live
 3. Fresno – Live
 4. Merced County - Live
 5. Monterey County – Live
 6. Napa County - Live
 7. Placer County - Live
 8. San Joaquin County – Live
 9. Sonoma - Live
 10. Shasta County – Live
 11. Tehama – Live

9. Committee Reports

- a. County Certification Policies and Procedures Committee
 - i. Teresa Williamson - Chair
- b. Technical Standards Committee
 - i. Brett Zamora – Chair

10. Continuing Business

- a. Unified MOU process overview and update
- b. Grant Program update
- c. DOJ Regulation process update

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- d. CERTNA Technical Services Associate III Recruitment update
- e. "In Case of Emergency" Documentation (January)
- f. AI2 Business Plan – Trusted System Certification (June)

11. New Business

- a. Update Unified MOU and Policies and Procedures related to new submitter type. Present to the BOD in January.
- b. FPPC Form 700 Filing for 2019

12. Board of Directors

13. Adjourn